



TEAM MANAGER CHECKLIST

1. MANAGER/ASSISTANT MANAGER REQUIREMENTS

Manager/Assistant Manager:

- USA Hockey Registration: [USA Hockey Registration](#)
- CAHA Background Check: [CAHA Background Check](#)
- USA Hockey SafeSport Certification: [USA Hockey SafeSport Certification](#)

2. BEGINNING OF SEASON

Manager/Treasurer Meeting:

- Attend LHA Manager/Treasurer Meeting
- Attend CAHA Tier II Managers Meeting (Tier II Managers – only)

Parent Meeting:

- Communication of team and coach philosophy for the season
- Identify team volunteer roles (i.e. Treasurer, Tournament and Social Coordinator, etc.)
- Provide players and parents with information and handouts (This can be done in an email before your meeting so they have this printed out and ready to go). The information should include all the following paperwork and the amount of the first team fees collection amount. The following paperwork needs to be filled out by parents/players and collected at the beginning of the season before a player can participate on the ice:
 - USA Hockey Consent to Treat/Medical History Form
 - USA Hockey Participant Code of Conduct
 - LHA Parent Code of Conduct
 - Team Contact List
 - LHA Coach, Contractor, Parent, Player and Volunteer SafeSport Code of Conduct Agreement
 - LHA Policies and Procedures SafeSport Program Photographic and Recorded Images Consent Form
 - LHA Skating Treadmill and Training Pad Waiver (If applicable) Travel SQ, PW, BANTAM

Notes:

Team Account:

- Work with Treasurer and Coach to prepare initial budget
- Collect team fees
- Set up team account with the instructions listed under Financial Guidelines – LHA Team Accounting – Team Level of Manager’s Manual



Notes:

3. THROUGHOUT SEASON

Uniforms/Equipment:

- Contact Brian TenEyck (brian@littletonhockey.org) to schedule pick up for the following:
 - Game socks
 - Helmet decals
 - Water bottles and carriers
 - Puck bags and pucks
 - Team game jerseys
- After completing the jersey number assignment send the list with players name and jersey number to registrar@littletonhockey.org as soon as possible to be entered into SportNgin
- Contact association rep for order link and send to parents via email

Notes:

Record Keeping:

- Request Certified Roster from LHA Registrar
- Received Certified Roster from LHA Registrar
- Make sure you have all forms completed and signed by parents/players/coaches organized in your binder as specified under Record Keeping/Distribution in the Manager's Manual
- Send email regarding registration of CAHA/Avs Care (see information under Record Keeping/Distribution) and make sure all families have registered by forwarding the Manager their confirmation email

Notes:

League Games:

- Compare the LHA schedule of league games to Sport Ngin entered league games (once the games are entered). If there are any discrepancies, contact Brian TenEyck
- Volunteers scheduled for Clock, Sport Ngin, and Penalty Box for home games and Penalty Box for away games
- Schedule training sessions for Sport Ngin and Clock with the Sport Ngin Administrator to train volunteers for your team
- Confirm the game was sent in Sport Ngin as verified



Notes:

Tournaments:

- Contact Brian TenEyck for list of Colorado tournaments
- Apply for tournaments and send payment as early as possible
- Apply for Travel Permit: <http://www.cohockey.org/managers-corner>
- Notify Scheduler, Brian TenEyck ASAP as to the tournament dates for the tournaments your team is participating in
- Attend Managers meeting for LHA Tournament for information regarding volunteering

Notes:

Travel Organization:

- Approved Travel Permit
- Travel Itinerary
- Signed Parent Travel Forms (if applicable)
- Out of Country Travel Form (if applicable)
- Send copies of Arena Maps

Notes:

Fundraising:

- Once you have agreed on Fundraising activities, complete the Fundraising Request Form and return to Kirsten Ferguson at fundraising@littletonhockey.org

Notes:



4. END OF SEASON

- Year End Celebration
- Return Equipment to LHA (Pucks, puck bags, water carriers)
- Year End Team Account Reconciliation – Turn in accounting packet to Margie Kreutz at margie@mrkbookkeeping.com

Notes:
